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**EYES ONLY**

AGENDA

CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT

15 July 1974

0930 hours  
607 - Conference Room

1. Review of agenda for 15 July 1974
2. Review of minutes for 3 June 1974
3. Report from Chief, Support Staff, MS/ORD
4. Report from Chairman, CSP/ORD
- 25X1A9a 5. Secretarial Detail to Contracts Staff/MS/ORD  
[REDACTED] Secretary Steno, GS-05,  
DPR/ORD)
- 25X1A9a 6. Report from ORD Charter Review Committee  
[REDACTED] Chairman)
7. Nominee for Brookings Educational Programs  
for Government Executives 1974-1975
- 25X1A9a 8. Training Request Approval -  
[REDACTED] GS-14, DPR/ORD  
Introduction to [REDACTED] 25X1A2g  
Goodyear Aerospace Corp.  
Cost including per diem and travel: \$550
9. Competitive Evaluation - GS-14's
10. New business

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E2 IMPDET  
CL BY 464869

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**EYES ONLY**

CAREER SERVICE PANEL

OFFICE OF RESEARCH AND DEVELOPMENT

3 June 1974

Attendees:

25X1A9a

25X1A9a

Chairman

25X1A9a

[REDACTED] AC/MS/ORD

[REDACTED] C/PAS/ORD

[REDACTED] OT/ORD

[REDACTED] C/DPR/ORD

[REDACTED] C/LSR/ORD

[REDACTED] TCR/ORD

[REDACTED], C/OT/ORD

[REDACTED] Executive Secretary

25X1A9a

[REDACTED] Recording Secretary

25X1A9a Absentee:

[REDACTED], C/TCR/ORD

1. The meeting was called to order at 0935 hours by  
the Chairman.

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2. The Chairman told the Panel that he had invited  
[REDACTED] to attend the meeting vice

He welcomed two new members to the Panel:

OT, who has been appointed to the Panel for two years; and

25X1A9a [REDACTED] TCR, who has been appointed to the Panel for a

25X1A9a

one year term.

25X1A9a [REDACTED] stated he has briefed [REDACTED]  
and [REDACTED] about Dr. Stevens' views and his views on the  
25X1A9a Career Service Panel. The regular CSP members and the new  
members were told by [REDACTED] that he would like to conduct  
25X1A9a the proceedings so that (a) the CSP meetings will be less  
formal, (b) that the Chairman will not require a vote on  
decisions to be made by the Panel but will establish  
decisions by consensus, (c) that the foregoing procedure will  
give the new members equal membership, and (d) the new members  
can absent themselves from the meetings when they feel they  
do not want to be in on discussions concerning their  
evaluation or career development.

3. The Panel then discussed the meaning of consensus,  
voting status versus consensus or expression of opinion,  
the CSP methods of reporting to the D/ORD and how they  
arrive at their decisions, and changing the ORD Charter.

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4. The Chairman appointed [REDACTED] C/OT/ORD, 25X1A9a as Chairman, and [REDACTED] as members of a committee to review the present ORD Charter and determine if there should be changes, and if the operations of the Panel should be altered.

5. The Chairman made an interim ruling to allow the new members to vote on any issues that might come before the Panel at this meeting.

6. The Chairman asked the Recording Secretary to add the review of the ORD Charter as an item on the Agenda for the next meeting. He stated that the solution to the problem of voting and non-voting members would result from whatever changes the new ORD Charter would generate.

7. A review of the agenda was made and two items were added under new business:

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a. Consideration of Recommendation for Promotion - [REDACTED] B&F/ORD, GS-12 to GS-13.

b. Instructions on how to notify ORD employees about their Competitive Evaluation status.

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8. [REDACTED] moved to accept the minutes of 6 May 1974 as written. [REDACTED] seconded the motion. The Panel concurred.

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9. [REDACTED] asked [REDACTED] whether the D/ORD had seen the minutes of the last meeting and whether he approved or disapproved the results of the competitive evaluation of GS-13's. [REDACTED] stated the D/ORD had seen the results, and the Division Chiefs could notify their employees.

25X1A9a 10. [REDACTED] submitted his monthly report.  
(Copy attached)

25X1A9a 11. [REDACTED] stated that when training requests exceed \$500, the general rule has been that it takes approval of the CSP before the DD/ORD can sign off on them. Some of these training requests have been handcarried to the CSP members because of the time constraints on the application. 25X1A9a [REDACTED] asked the Panel members to bear with him when this occurs.

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25X1A9a ~~EYES ONLY~~

12. [REDACTED] inquired about the follow-up system used by the CSP on items to be resolved. [REDACTED] informed him that he usually covers decision that have been made in his report to the CSP members at each meeting.

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13. The report from the Chairman was as follows:

Reassignment of [REDACTED] from CDAM to PAS: 25X1A9a  
No action is being taken at the present time.

Quality Step Increases for [REDACTED]: 25X1A9a  
Have been approved by the D/ORD and sent to the DD/S&T.

Special Panel Meeting:

The Special Panel made a comparative evaluation of GS-04's and GS-05's using the information provided by the Division Chiefs on the Clerical Rating Sheets. The results were as follows:

<u>GS-05's</u>	<u>Points</u>
[REDACTED]	- 90
[REDACTED]	- 84
[REDACTED]	- 84
[REDACTED]	- 79

<u>GS-04's</u>	<u>Points</u>
[REDACTED]	- 54

(Not here long enough for an initial fitness report)

25X1A9a 25X1A9a [REDACTED] stated that [REDACTED] and [REDACTED] are now qualified for consideration for promotion. He asked the Division Chiefs concerned to make their promotion recommendations if they wish to do so at this time. He also requested that they submit a Fitness Report with these recommendations. He told the CSP members that these recommendations would be considered at the next meeting of the Special Panel. The Special Panel will also complete the ranking of GS-05 secretaries at that time.

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25X1A9a Additional Category for Fitness Reports:

[REDACTED] stated that as a result of a talk with [REDACTED] he will have to ask the Division Chiefs to add one more category to the Fitness Reports for the people who are Branch Chiefs as to their capability of rating their employees.

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12. (Cont'd)

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25X1A9a Film - "Twelve Like You" (EEO Meeting)

██████████ asked █████ to report on this. █████ told the Panel that he and █████ had attended an Equal Employment Opportunity meeting. He stated the attendees were told that there had been a strong recruitment effort to hire black professionals, but no statistics were given on how many PHS forms had been returned or how many had been acceptable. █████ also stated that an outstanding film, "Twelve Like You," had been shown. The film was about 12 women who had gone up in their organizations by recognizing their goals, obtaining the necessary training, and taking advantage of all opportunities to gain these goals. It was decided that the film would be shown to the CSP members for their review.

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Separate Career Service for Secretaries:

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The CSP was informed that there had been interviews with clerical and secretarial personnel re a separate Career Service for secretaries. █████ Secretary Steno, GS-07, DPR/ORD was interviewed for ORD.

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13. █████ reported that █████, Position Management and Compensation Division/OP, who had done a job survey in ORD has shown ORD management an advance copy of the Table of Organization. This copy is not official until the Director of Personnel accepts and transmits the report to Mr. Duckett. █████ stated that ORD has 45 days to review the official copy of the TO and to prepare a reclamor.

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14. █████ moved that the Chairman seek advice from Dr. Stevens as to how soon the Division Chiefs can be shown the Table of Organization which █████ has sent forward to Office of Personnel, or come and discuss it with the Panel. █████ seconded the motion. The Panel agreed unanimously.

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25X1A9a 15. █████ made the following comments:

25X1A9a █████ Based upon Mr. Colby's comments at the Senior Seminar, he feels fairly strongly that there are not enough job opportunities being provided for women and blacks. Obviously, this position is being reflected in numerous memoranda that comes out of the Office of Personnel. I

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15. (Cont'd)

think it is incumbent on the CSP to come up with some kind of policy as far as how we in ORD are going to be addressing this problem. Perhaps we should prepare a position paper in this area. For example, we could talk with each girl individually, see what their own career development plan is, and come to a sort of consensus on what additional training is required, and then go from there. As far as blacks are concerned, this is a much more difficult problem because of the seemingly lack of qualified personnel. I have three openings and, up to this time, I have not received one black personnel folder. (Since making this comment, I received one black file: NRG - 6/19/74)

16. Discussion followed on black folders available in ORD, and previous decisions on black personnel folders that had been circulated to the Division Chiefs.

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17. [REDACTED] moved that the Chairman of the CSP prepare a memorandum to Office of Personnel for the D/ORD stating that ORD does not receive enough circulation of minority personnel folders. [REDACTED] seconded the motion. The Panel concurred.

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18. [REDACTED] stated that ORD will have to answer how ORD is going to meet the equal opportunity guidelines, and this will have to be done at the end of the first quarter. He stated that [REDACTED] would probably have to accomplish this task.

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19. [REDACTED] stated that ORD Division Chiefs will have to be more self-reliant in obtaining black personnel and should take advantage of every bit of recruitment information made available to them. He also suggested that the Division Chiefs might have to take a more active part in personally recruiting minority personnel. [REDACTED] also suggested that the Chairman might consider appointing a committee to study how ORD can attain equal opportunity for minority personnel.

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20. [REDACTED] appointed [REDACTED] as Chairman of the ORD Equal Opportunity Committee, and [REDACTED] and [REDACTED] as members. They were asked by the Chairman to make recommendations as to how ORD should proceed as it relates to equal opportunity for women and minorities. He asked that the Committee make a report to the Panel at the August meeting.

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21. The CSP then discussed the recommendation for promotion for [REDACTED] B&F/ORD, from GS-12 to GS-13. [REDACTED] briefed the Panel on [REDACTED] background and job assignments with the Agency, and what she has accomplished while she has been Budget and Finance Officer in ORD.

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22. [REDACTED] moved to recommend promotion for

25X1A9a [REDACTED] B&F/ORD, from GS-12 to GS-13 to the OF Career Service. [REDACTED] seconded the motion. The Panel concurred.

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23. Discussion followed on formalizing the procedure and notification of employees as to where they stand in the "A," "B," and "C" categories when the competitive evaluation is done at the GS-11 through GS-14 grade level.

[REDACTED] presented a sample memorandum he had prepared to notify his employees. He suggested this might become the official ORD memorandum of information to the employees.

25X1A9a [REDACTED] stated he felt a general memorandum should be circulated to the employees explaining the new method of competitive evaluation and define the categories. [REDACTED] suggested that employees should also be told whether these memoranda would be put in the official file of the employee.

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24. [REDACTED] instructed [REDACTED] to obtain the DD/S&T definition of "A," "B," and "C" categories from [REDACTED], DD/S&T Personnel Officer. He requested that the Division Chiefs delay notifying their employees until these definitions are made available.

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25. The meeting adjourned at 12:00 Noon.

25X1A9a

10 July 1974  
Date

Executive Secretary  
Career Service Panel/ORD

Attachment:  
Report from C/SS/MS/ORD

APPROVED:

25X1A9a

[REDACTED]

Chairman, Career Service Panel/ORD

10 July 1974  
Date